

*DATE:* December 14, 2017

*TO:* Carl Perkins Fiscal Agent LVECs/CTE Coordinators

*FROM:* Sharon Wendt, Director  
Career and Technical Education Team

*SUBJECT:* Announcement: Revision of 2018-2019 Carl Perkins Act (CPA) Formula Grant Application.

As you may know, the Carl Perkins Act Formula Grant Allocation Application process will change for the 2018-2019 year application. This memo outlines the new process, which will occur through the DPI Grant Management Portal, WISEgrants. DPI is now requiring management of federally funded programs to phase into WISEgrants, with CPA targeted for the 2018-2019 grant cycle.

Application process history:

Carl Perkins IV was passed in 2006, which focused on additional requirements from the previous act. In order to capture the additional requirements, DPI created a system of forms and reports to be completed by LEAs and Consortiums wishing to receive CPA funds. Special data transfer systems were created to capture and communicate large amounts of information both electronically and manually. Most of the grant management process (application review, budget modification and claiming, transfer of documents and communication), was handled through emails.

New process:

The CPA grant application content will be modified for WISEgrants to conform to the functionality of the new system. Components of the application will be streamlined, while insuring that all federal and state requirements are addressed. Sections of the application will include:

1. Narrative fields related to CTE programming within the district;
2. Narrative highlighting one Program of Study successfully implemented within the district. Consortiums will be responsible for reporting as many POSs as needed to reflect POS implementation of all member districts;
3. Budget detailing items/activities to be purchased, the rationale behind it, the POS associated with the item/activity and accounting codes.

System functionality:

- All documentation and communication to be housed in one place (portal).
- Application and budget will be “controlled for” required/allowable activities.
- Limited use of links to forms or documents.
- Narrative and drop down fields
- Ability to “copy over” narrative sections of the application (non-budget related) to future applications for a period of five years.

Summary:

DPI has acquired new technology that will allow grant application and management functions to be handled through the WISEgrants portal. The system will allow DPI to obtain and process applications and other management functions such as application submission, review, budget modifications, claiming and communication via an automated system; providing for efficient and timely processing, resulting in improved consistency regarding federal requirements, accuracy in reporting and accountability.

Tentative timeline for the transition to CPA application functionality and review process in WISEgrants is as follows.

<b>Tentative Timeline</b>	<b>Actions</b>
December 2017- February 2018	System Development
February 26-27	Overview of Perkins WISEgrants functionality at Wisconsin Association of School Business Officials (WASBO) Conference*
March 1	Application available in WISEgrants for LEAs
March 1-30	Weekly training via webcast for CTEC's
April 30	Applications due
May 1- June 15	Application review by DPI
June 1- June 30	Application corrections and approvals completed
July 1	Grant fiscal year begins
August	Subaward notification via WISEgrants

Timeline is subject to change based on unforeseen technical circumstances. Changes and updates will be communicated directly to CTE Coordinators.

\* The WASBO conference target audience is district business office personnel. Attendance at this conference is not required or expected of LVEC/CTE Coordinators.